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Preschool Policy Memorandum #08-004

DATE: June 9, 2008

TO: Tennessee's Early Intervention System (TEIS) District Administrators, Special Education Supervisors

FROM: Jamie Thomas Kilpatrick, Director Early Childhood Programs

RE: **Evaluation Team Process for Preschoolers**

This memo is to clarify the evaluation team process for preschoolers who may have disabilities

Children transitioning from Tennessee's Early Intervention System (TEIS) will be formally referred through a transition planning conference scheduled by TEIS personnel. A Local Education Agency (LEA) representative must be in attendance at these individually scheduled meetings. Children referred before their third birthday should follow the same referral procedures as other school-age children. After any referral, an evaluation team consisting of the parents and other persons needed will plan and complete the process of evaluation. The evaluation team is not the same as an Individual Educational Planning (IEP) team, does not require the same participants, nor is an IEP meeting mandated to fulfill this requirement.

IDEA Sec. 300.300 Parental consent.

(a) Parental consent for initial evaluation. (1)(i) The public agency proposing to conduct an initial evaluation to determine if a child qualifies as a child with a disability under Sec. 300.8 must, after providing notice consistent with Sec. Sec. 300.503 and 300.504, obtain informed consent, consistent with Sec. 300.9, from the parent of the child before conducting the evaluation.